



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: November 9, 2020

Subject: Promotion of Jeff Baker to Building Official

I am pleased to report that Building Inspector Jeff Baker has passed his Certified Building Official license examination conducted by the State of Minnesota Department of Labor and Industry (DOLI). He will receive his license upon payment of his license fee to DOLI.

I would like to recommend that the City Council promote Mr. Baker from Building Inspector to Building Official, effective on November 16.

Mr. Baker has been an asset to the City since he started on August 5, 2019. During his tenure, he has improved customer service, worked to create a building inspection services partnership with the City of Mounds View, overseen the City catching up on commercial fire inspections, and implemented new technology to improve the efficiency of the Building Inspection Department. He has been a great addition to the City's Management Team.

Mr. Baker would move to Step 2 of the Salary Schedule at a rate of \$35.41/hour. When staff drafted the 2020 budget, we budgeted for this promotion.

If you have any questions, please don't hesitate to contact me at 763-784-6491.